

AGREEMENT WITH OUTSIDE CONTRACTOR

THIS AGREEMENT ("this Agreement") is between the State of Indiana acting by and through the Office of the Indiana Attorney General (hereinafter the "State") and Miller & Minglin, PC, 7550 South Meridian Street, Suite A, Indianapolis, IN 46217 (hereinafter "Contractor").

WHEREAS, the State desires to engage Contractor to provide legislative services, (the "Legislative Services"), and Contractor represents that it is qualified to provide the Legislative Services.

NOW THEREFORE, in consideration of the premises and the mutual promises and covenants set forth below, it is agreed by and between the State and Contractor as follows:

- 1. Duties of Contractor.** Contractor's one (1) lobbyist and one (1) support staff person shall perform the Legislative Services as requested by the State. These Legislative Services are consulting services through the 2005 legislative session of the Indiana General Assembly. Contractor shall perform the duties more fully described in Exhibit A, attached hereto and incorporated herein by reference. Pursuant to IC 4-6-5-3, the Indiana Attorney General hereby appoints, employs and hires Contractor to provide the Legislative Services. Contractor shall execute its responsibilities by following and applying the highest professional standards. If the State becomes dissatisfied with the work product or the working relationship with any individual assigned to work on this Agreement, the State may request in writing the replacement of any or all such individuals, and Contractor shall grant such request.
- 2. Consideration.** Contractor shall be paid in monthly installments of ten thousand dollars (\$10,000) total for Contractor and Contractor's support staff of one person. This is a negotiated reduction from an hourly rate. The maximum amount payable under this Agreement shall not exceed fifty thousand dollars (\$50,000). Contractor shall submit monthly invoices to the State showing with particularity the date and description of the Legislative Services rendered. All payments shall be made in arrears in accordance with Indiana law and state fiscal policies and procedures. In accordance with I.C. 4-13-2-20, the parties acknowledge that no retainer fee has been paid in connection with this Agreement.
- 3. Term.** This Agreement is for a period beginning upon January 1, 2005 and ending on May 31, 2005. It may be renewed or extended only by written agreement.
- 4. Access to Files and Records.** The State shall have full, immediate, and unrestricted access to the work product of the Contractor during the term of this Agreement. Upon termination or expiration of this Agreement, Contractor shall, without further request and at no cost to the State, turn over to the State all files relating to the work performed under this Agreement. Contractor acknowledges that it may be required to submit to an audit of funds paid pursuant to this Agreement, and shall maintain at its offices all books, accounting records, and other evidence pertaining to costs incurred and invoiced under this Agreement. Such materials shall be available during the term of this Agreement and for three (3) years from the date of termination or expiration,

for inspection by the State or its authorized designee. Copies thereof shall be furnished at no cost to the State if requested.

5. Assignment. Contractor shall not assign any part of the Legislative Services to be performed under this Agreement to a third party without the State's prior written consent. Contractor may assign its right to receive payments to such third parties as it may desire without the prior written consent of the State, provided that Contractor gives written notice (including evidence of such assignment) to the State thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Agreement and shall not be made to more than one party.

6. Changes in Work. Contractor shall not change scope of the Legislative Services to be performed pursuant to this Agreement or undertake additional work on behalf of the State unless authorized in writing by the State. No claim for additional compensation shall be made in the absence of a prior written agreement.

7. Compliance with Laws and Licensing Requirements. Contractor and its partners and employees shall comply with all applicable registration and licensing requirements, rules, standards and codes of conduct governing the practice of law and the transaction of business in Indiana. Contractor shall immediately notify the State if any disciplinary actions are brought against it or any of its attorneys. Contractor certifies, by entering into this Agreement, that neither it nor any of its partners, associates or any other attorney associated with Contractor is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of Indiana.

8. Conflict of Interest.

A. Contractor represents and warrants that, after due and diligent inquiry, it is satisfied that it has no Conflict of Interest (as that term is defined in the *Indiana Rules of Professional Conduct*) that will preclude it from providing the Legislative Services.

B. Contractor represents and warrants that it has reviewed and is familiar with the statutes and regulations relating to the ethical conduct of state employees. Contractor certifies that, after due inquiry, no partner or any spouse or unemancipated child of any partner (collectively, an "Interested Party"), is an employee of the State of Indiana. If an Interested Party is an employee of the State of Indiana, Contractor shall provide the State with an opinion by the State Ethics Commission indicating that the existence of this Agreement and the employment by the State of Indiana of the Interested Party does not violate any statute or regulation relating to the ethical conduct of state employees.

9. Continuity of Services. Contractor recognizes that the Legislative Services provided under this Agreement are vital to the State and must be continued without interruption and that, upon expiration or termination of this Agreement, a successor, either the State or another Contractor, may continue them. Contractor shall use its best efforts and cooperation to effect an orderly and efficient transition to a successor, and shall be reimbursed for all reasonable transition costs.

10. Disputes.

A. Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Agreement that are not affected by the dispute. Should Contractor fail to continue to perform its responsibilities as regards all non-disputed work, any additional costs incurred by the State or Contractor as a result of such failure shall be borne by Contractor, and Contractor shall make no claim against the State for such costs.

B. The parties agree to resolve disputes through submission of their dispute to the Commissioner of the Indiana Department of Administration. The Commissioner shall reduce a decision to writing and mail or otherwise furnish a copy thereof to Contractor and the Office of the Attorney General within ten (10) working days after presentation of such dispute for action. The Commissioner's decision shall be final and conclusive unless either party mails or otherwise furnishes to the Commissioner, within ten (10) working days after receipt of the Commissioner's decision, a written appeal. Within ten (10) working days of receipt by the Commissioner of a written request for appeal, the decision may be reconsidered. If no reconsideration is provided within ten (10) working days, the parties may mutually agree to submit the dispute to arbitration for a determination, or otherwise the dispute shall be submitted to an Indiana court of competent jurisdiction.

C. The State may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the State of one or more invoices not in dispute in accordance with the terms of this Agreement will not be cause for Contractor to terminate this Agreement, and Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

11. Drug-Free Workplace. As required by Governor's Executive Order No. 90-5 dated April 12, 1990, Contractor certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) Contractor's policy of maintaining a drug-free workplace; (3) any available drug consulting, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A), above, that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

12. **Ethics.** The Contractor shall abide by all ethical requirements that apply to persons who have a business relationship with an agency, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

13. **Funding Cancellation.** When the director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

14. **Governing Laws.** This Agreement shall be construed in accordance with, and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

15. **Indemnification.** Contractor agrees to indemnify, defend, and hold harmless the State of Indiana and its agents, officials, and employees from all claims and suits, including court costs, attorney's fees, and other expenses caused by any act or omission of Contractor.

16. **Independent Contractor.** Contractor and the State are acting in their individual capacities and not as employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume any liability for any injury to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees of the other party. Contractor shall be responsible for providing all necessary unemployment and worker's compensation insurance for its employees.

17. Key Person. The parties agree and acknowledge that David Anthony Miller is a key person to this Agreement, and that all duties and deliverables under "lobbyist" rendered pursuant to this Agreement shall be performed by David Anthony Miller. However, this paragraph shall not be construed to prevent Contractor from using the services of others to perform tasks ancillary to those tasks that directly require the expertise of David Anthony Miller.

18. Nondiscrimination. As required by IC 22-9-1-10 and the federal Civil Rights Act of 1964, Contractor shall not discriminate against any employee or applicant for employment in the performance of this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or in any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Acceptance of this Agreement signifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination in the provision of services based on race, color, national origin, age, sex, disability or status as a veteran.

19. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent to the following addresses by U.S. first class mail, postage prepaid.

A. Notice to the State shall be sent to:
Charles J. Todd, Chief Operating Officer
Office of the Attorney General
402 W. Washington St., ICGS 5th Fl.
Indianapolis, IN 46204

B. Notice to Contractor shall be sent to:
David Anthony Miller
Miller & Minglin, PC
7550 South Meridian Street, Suite A
Indianapolis, IN 46217

20. Penalties/Interest/Attorney's Fees. The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, finance charges, interest, or attorney's fees, except as required by Indiana law, in part, IC 5-17-5-1 *et seq.*, IC 34-54-8-5, and IC 34-13-1-6.

21. Severability. The invalidity of any section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions.

22. Taxes. The State of Indiana is exempt from state, federal and local taxes. The State will not be responsible for any taxes levied on Contractor as a result of this Agreement.

23. Termination. This Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination of services shall be affected by delivery to the Contractor of a Termination

Notice at least fifteen (15) business days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The State will not be liable for Legislative Services performed after effective date of termination. Contractor may terminate this Agreement as provided by Rule 1.16, *Indiana Rules of Professional Conduct*.

24. Waiver of Rights. No right conferred on either party under this Agreement shall be deemed waived and no breach of this Agreement excused, unless such waiver or excuse shall be in writing and signed by the party claimed to have waived such right.

25. Binding Authority; Non-Collusion and Acceptance. The undersigned attests, subject to the penalties for perjury, he/she has been duly authorized to execute this Agreement on behalf of the entity designated below, and that he/she has not, nor has any other partner, associate, member, employee, representative, agent, or officer of the entity designated below, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion, or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Agreement, other than that which appears upon the face of this Agreement.

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IN WITNESS WHEREOF, Contractor and the State by their duly authorized representatives have executed this Agreement as of the dates set forth below.

David Anthony Miller

Indiana Office of the Attorney General

By: David Anthony Miller

By: Stephen Carter (for)
Stephen Carter, Attorney General

Atty #: 9203-49

Date: 12/28/04

Date: 12-28-04

Approved by
DEPARTMENT OF ADMINISTRATION

Approved by
STATE BUDGET AGENCY

By: Charles Martindale (for)
Charles Martindale, Commissioner

By: Marilyn Schultz (for)
Marilyn Schultz, Director

Date: 12-30-04

Date: 1-4-05

Approved As To Form And Legality:

By: Stephen Carter (for)
Stephen Carter, Attorney General

Date: 1/10/05

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Exhibit A – Duties of Contractor

Contractor's one (1) lobbyist and one (1) support staff person shall perform the Legislative Services as requested by the State. These legislative services are consulting services through the 2005 legislative session of the Indiana General Assembly.

Each month, Contractor's lobbyist and/or support staff person will be responsible for:

1. Providing a monthly summary of the status of all bills that have been introduced at the request of the Office of the Indiana Attorney General;
2. Providing a monthly summary of the status of all bills that directly affect the Office of the Indiana Attorney General;
3. Creating a filing and an electronic tracking system in Indiana Statehouse 219 of the bills that the Office of the Indiana Attorney General is tracking; and
4. Upon the completion of the legislative session, providing a summary of the final disposition of all the bills being tracked by the Office of the Indiana Attorney General.